



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Public Fiduciary

**FLSA:** E

**SERVICE:** Unclassified

**REVISED:** 6/27/05

**Summary:** Under general direction, performs work of considerable and unusual difficulty in planning and directing the administration of guardianships, conservatorships and probates, consistent with federal and state laws to include minors, incapacitated and protected persons appointed by the courts; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, organizes and directs the legal and human services activities and operations of the Office and develops and implants policies and procedures for departmental activities.
- Selects, plans, assigns, supervises and evaluates the work of department personnel; ensures compliance of department functions with Arizona Revised Statutes and Arizona Probate Code for property disposal, securing assets, guardianships/conservatorships, and probates.
- Visits wards at rest homes, homes or hospitals or contacts by telephone to address concerns, problems or requests for funds.
- Investigates boarding and rest homes and reports of alleged abuse, neglect and exploitation of the elderly. Makes reports of alleged abuses and reports of crimes to law enforcement.
- Opens and maintains guardianship/conservatorship, estate accounts and trusts on all wards. Investigates and helps makes decisions regarding the receiving of new cases. Consults with doctors and attorney.
- Assists in marshalling assets of an estate and inventorying same; arranges for the appraisal and sale of real and personal property; collects and stores personal property until sale or other disposition; invests funds.
- Acts as a court-appointed guardian/conservator, personal representative and special administrator for legal, financial, and personal welfare responsibilities for disabled, incapacitated/protected individuals, whether minors or adults, and for decedents. Meets with clients and providers for coordinating services. Attends court hearings, depositions, grievances and appeal hearings on behalf of clients and advocates for their needs; testifies regarding their accounting, guardianship and other related matters. Acts as representative payee for clients' social security and Veterans' Administration benefits.
- Makes "end of life" decisions.
- Assists in marshalling assets of an estate and inventorying same; arranges for the appraisal and sale of real and personal property.
- Directs the administration of indigent burials, ensures that the means test is met, and assists in locating indigent's family or heirs. Supervises and ensures that honorably discharged veterans are decently interred if the family has insufficient means.
- Manages cases of clients placed in a state mental hospital, drug-addicted clients, and removes weapons of potential harm from clients.
- Reports information regarding public fiduciary responsibilities to the Board of Supervisors, department heads and state legislature as needed.
- Directs and oversees department budget to ensure compliance with County budget policies and provisions.
- Attends annual fiduciary training to maintain certification.

### Knowledge and Skills:

- Knowledge of Arizona Revised Statutes, Arizona Probate Code, court decisions and legal principles and practices relating to guardianship, conservatorship and decedents' estates.
- Knowledge of procedures relating to fiduciary relationships.
- Knowledge of eligibility requirements for State and County medical, financial and social entitlement and benefits.
- Knowledge of indigent services, community resources and insurance coverage available within the county.
- Knowledge of current development and trends in the legal, social and health fields regarding the elderly, developmentally disabled and mentally ill.
- Knowledge of interview and investigation techniques.
- Knowledge of the principles and practices of supervision.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Bachelor's Degree in fiduciary related field; AND six years progressively responsible management experience in areas related to guardianship, conservatorships and probate; AND Public Fiduciary Certification. Anyone employed with the Public Fiduciary Department is required to be fingerprinted and must have a background check in addition to the regular employment history check.